

FRESNO, CALIFORNIA
CLASS SPECIFICATION

SUPERVISING HUMAN RESOURCES ANALYST

Deleted: PERSONNEL

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Human Resources Analyst is the fifth level in a five level Human Resources series. Incumbents supervise, review, and coordinate activities performed by technical and professional positions in the series. In addition to supervising, incumbents perform complex and comprehensive activities related to Personnel functions.

Deleted: Personnel

Deleted: Personnel

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing complex analytical activities related to benefits, class and compensation, employee relations, organizational development and training, recruitment and examination or risk management.

Deleted: B

Deleted: C

Deleted: C

Deleted: E

Deleted: R

Deleted: Labor Relations, O

Deleted: D

Deleted: T

Deleted: R

Deleted: E

Deleted: R

Deleted: M

Deleted: Personnel

Deleted: Personnel

Deleted: ,

Deleted: **functional**

Formatted: Highlight

The Supervising Human Resources Analyst is distinguished from the Senior Human Resources Analyst by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Supervises staff to including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Supervises the operations and activities of an assigned Personnel * area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. (* Unsure of what the word function refers to.)
3. Provides advice and guidance to department management and other internal staff on matters in assigned area of responsibility; conducts related research and/or investigations and makes appropriate recommendations based on findings.
4. Responds to inquiries and/or complaints from external agencies and/or the general public; conducts research and/or internal investigations in an effort to resolve issues; recommends solutions based on findings.

Daily
10%

Daily
35%

Daily
15%

Daily
15%

Deleted: heads

Deleted: of significance

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING HUMAN RESOURCES ANALYST

Deleted: PERSONNEL

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
5.	Serves as a liaison with employees and external organizations; represents the City at a variety of meetings, public events, training sessions, on committees, and/or other related events in order to receive and convey information.	Weekly 10%
6.	Supervises and participates in the collection, analysis, preparation, and reporting of relevant statistical information and data related to assigned area of responsibility.	Monthly 5%
7.	Assists with budget preparation and administration in assigned area of responsibility; prepares cost estimates for budget recommendations; submits justifications for budget items.	Annually 5%
8.	Develops and facilitates training sessions on applicable topics in assigned area of responsibility.	Occasion- ally 5%
9.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

FRESNO, CALIFORNIA
CLASS SPECIFICATION

SUPERVISING ~~HUMAN RESOURCES~~ ANALYST

Deleted: PERSONNEL

Position assigned to ~~recruitment & examination, classification & compensation, investigations, and benefits~~ may be responsible for:

- Supervising, developing, and coordinating the administration and analyses of recruitments and job-related selection procedures;
- Supervising, administering, and coordinating classification, compensation, and benefit studies.
- ~~Planning, organizing, and administering the City's employee health, wellness, and benefits programs;~~
- ~~Creating and maintaining databases and tables related to salary administration and benefit programs;~~
- ~~Administering employee benefit programs offered by the City.~~
- ~~Supervising the investigation of employee complaints and allegations;~~

Deleted: R

Deleted: and

Deleted: E

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.22", Hanging: 0.31", Tabs: 0.47", List tab + Not at 0.54" + 0.74"

Formatted: Indent: Left: 0.22"

Deleted: ¶

Deleted: Coordinating

Deleted: attendance

Positions assigned to Risk Management may be responsible for:

- ~~Supervising~~ and managing workers' compensation claims administration and litigation activities with the City's third party administrator and contract counsel;
- Providing expert advice on injury, disability, and ~~related~~ issues;
- Monitoring and supervising the division's employee safety consulting activities;
- Negotiating claim settlements and evaluating proposals negotiated by adjusters and contract counsel.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- ~~_____~~

Deleted: Positions assigned to Class and Compensation may be responsible for:¶
<#>Planning, organizing, and administering the City's employee health, wellness, and benefits programs;¶
<#>Creating and maintaining databases and tables related to salary administration and benefit programs;¶
<#>Administering the vast range of employee benefit programs offered by the City.¶

Formatted: Indent: Left: 0.22", Bulleted + Level: 1 + Aligned at: 0.49" + Tab after: 0.74" + Indent at: 0.74", Tabs: 0.47", List tab + Not at 0.74"

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and four years of related experience including two years at senior or project leader level are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING HUMAN RESOURCES ANALYST

Deleted: PERSONNEL

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class C;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility;
- Departmental policies, procedures and principles;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Proper grammar, punctuation and spelling
- Mathematical concepts;
- Research methods;
- Customer service policies, principles and practices;
- Statistical analysis, theories and concepts;
- Conflict resolution and mediation principles;
- Needs assessment;
- Project management principles and practices;
- Automated human resources information systems;
- Computers and applicable software and database systems;
- Analytical methods and techniques involved in administrative and management practices and procedures;
- Data collection and analysis techniques.

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING HUMAN RESOURCES ANALYST

Deleted: PERSONNEL

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Supervisory principles and practices;
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Using a computer and related software applications;
- Supervising complex and varied program components;
- Developing, implementing, and administering assigned personnel policies, procedures, and techniques;
- Evaluating human resources procedures and techniques;
- Preparing clear, concise, and comprehensive records, reports, and other written documents; Making clear and persuasive oral presentations;
- Providing customer service;
- Compiling complex and varied information and data;
- Managing multiple priorities simultaneously;
- Interpreting personnel policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Responding to changing situations and needs;
- Handling and maintaining sensitive and confidential information;
- Collecting and analyzing data;
- Administering human resource programs;
- Resolving conflict;
- Planning projects;
- Interpreting, applying, and communicating applicable laws, rules, and regulations;
- Performing mathematical and statistical calculations;
- Communication and interpersonal skills with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Formatted: Underline

Formatted: No underline

Formatted: Bullets and Numbering

Deleted: matic

Deleted: human resources
programmatic

Formatted: Bullets and Numbering

Deleted: ¶

Deleted: <#>Maintaining
confidentiality;¶

Deleted: human resource

Deleted: <#>Communicating
human resources policies and
procedures;¶

Deleted: and

Deleted: as applied to interaction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING HUMAN RESOURCES ANALYST

Deleted: PERSONNEL

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007